# Memorandum

To:      Superintendents, Business Officers and Personnel Directors

From:   Gary L. Harbin, Executive Secretary

Date:   05/18/2001

Re:      **Page 6 of Retirement Application**  - Simplified reporting of final salary information for current year retirees

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       A retiring teacher usually receives his/her first retirement check well in advance of the annual report you submit which reports his/her final year salary.  Therefore, retiring teachers are dependent upon you to accurately report their final pay, which KTRS uses to calculate their retirement checks.  Twenty percent -- _20%_ -- of the current year retired teachers have received incorrect retirement checks due to inaccurate information being reported by the districts.  This can result in substantial payments by retirees to KTRS to correct excess benefit payments.

       In a strong effort to improve this error rate, KTRS is using current technology to make this information much easier to calculate and submit.

       Page 6 of the Retirement Application  is now available on the KTRS web site and a copy is attached to this email memo.  This form can be used in place of Page 6 if a printed and signed copy of this form is sent with the original application. This will simplify your reporting! To use this spreadsheet, simply tab to the areas highlighted in yellow and enter the information _[calculations are automatic!]_:

- ✓ BASE INFORMATION Section -

  - o Name, SSN, Employer

  - o District Number

    _Helpful hints:_
    - ▪ _You may visit the Resources section for Employers at KTRS.Org web site to find your KTRS district number_

  - o Actual Days in members contract and Actual contract salary

    _Helpful hints:_
    - ▪ _Days in contract year should be the days on the signed contract._
    - ▪ _The amount of contract salary should the amount on the signed contract._

- ✓ ORIGINAL CONTRACT Section -

  - o Use actual payroll data to enter number of days that HAVE BEEN PAID _plus_  the number of days WHICH WILL BE PAID through the members termination date.

    _Helpful hint:_
    - ▪ _The termination date may be before the end of the contract period._

- ✓ SICK LEAVE - [if applicable]

    - o Enter actual rate your district pays in decimal form [.30 = 30%]

    - o Enter the number of sick days that WILL BE PAID to the member

    - o Resulting answer should be the amount paid the member for sick leave

        *Helpful hints:*

        - ▪ *If the sick leave salary is different from contract salary, the amount shouldn't exceed the contract salary plus other salary posted below in the OTHER area*

        - ▪ *If the contributions withheld vary by less than $1, then no correction is needed*

- ✓ ANNUAL LEAVE - [if applicable]

    - o Enter number of days

- ✓ OTHER -

    - o Enter number of days of other pay, if any, THAT IS SUBJECT TO KTRS WITHHOLDING and describe - *plus*

    - o Enter fixed rate earnings, if any, THAT IS SUBJECT TO KTRS WITHHOLDING and describe.

- ✓ Answer question about retirement incentives

- ✓ Enter last day of employment and date retirement starts

    *Helpful hints:*

    - ▪ *The last date of employment = the last date paid and does not necessarily have to be the last date of the original contract.*

    - ▪ *The last date of employment cannot occur either after or on the date of retirement.*

    - ▪ *The date of retirement is always the first day of the month of retirement.*

- ✓ Print, sign and you are done!

- ✓ This form should be mailed to:

    Kentucky Teachers' Retirement System

    479 Versailles Road

    Frankfort, Kentucky 40601

    Attention:  Jan Johnston

Your efforts are appreciated in helping KTRS pay benefits to retirees accurately.